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# Office Memorandum • UNITED STATES GOVERNMENT

STATINTL TO :   
 FROM :   
 SUBJECT: Weekly Summary Report

DATE: 3 July 1952

1. Here are some figures in regard to Clerical Induction Training from 2 June - 27 June:

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- |                                       |   |                      |
|---------------------------------------|---|----------------------|
| a. Those in Typing during that period | - | <input type="text"/> |
| b. " " Shorthand " " "                | - |                      |
| c. " " English " " "                  | - |                      |
| d. " " Geography " " "                | - |                      |
| e. " " Office Procedure " " "         | - |                      |

2. Figures in regard to a two-week period (June 16 - 27):

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3. I have interviewed more people and looked at more files. I have talked with  about number of clericals expected. On the basis of all this, and following a talk with Colonel Baird, we will attempt to stay within the new proposed TO and utilize capable people slotted against the Pool as needs arise.

4.  and I have worked out a two-hour course in Office Protocol for a group of OSO girls presently on board.

5. I have asked for a draft of all lecture material for the proposed Clerical Orientation by July 9 so that I may correlate all material and delete where advisable.

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25 YEAR RE-REVIEW

6. Next week the Clerical Induction Training will begin on Wednesday instead of Monday and will continue on that schedule indefinitely. The new schedule will better take care of the large group EOD'ing on Monday, and it will alleviate the hectic Fridays when classes changed, tests were given and graded, evaluation sheets were made out, and assignments made to Offices.

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